

# **Elementary Student and Parent Handbook 2020-2021**



**Engage. Inspire. Invest.**

# **Guernsey-Sunrise Elementary School Vision Statement**

Inspire: Be the Spark!  
Support: Build the Flame!  
Achieve: Become the Fire!

# **Guernsey-Sunrise Elementary School Mission Statement**

We, as the instructional staff of Guernsey-Sunrise Elementary will I.N.S.P.I.R.E. (Instruct, Nurture, Support, Prepare, Improve, Respect, and Excel) all learners to achieve excellence.

## **Core Values**

Instruct, Nurture, Support, Prepare, Improve, Respect, and Excel



**Mascot:**

**Colors: Black and White**

**Disclaimer:** Anything not covered in this handbook can either be found in the Policy handbook for the school district or left to the discretion of the Principal and/or Superintendent. Changes to this handbook can be made at any time, and parties that will be affected will be notified as soon as possible.



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Welcome Message from Mrs. Sisson,

As the principal of Guernsey-Sunrise schools for the 2020-2021 school year, I would like to officially welcome you to our school and the beginning of an exciting school year. Throughout this school year you will see and hear three guiding words in all that I do: Engage. Inspire. Invest. These three words guide my educational decisions and drive my leadership.

I expect all staff and students at Guernsey-Sunrise to be engaged and invested in all that they do, from the classroom to the hallways, the concert hall to the stage, the sports arena and throughout our community. This will mean hard work, and giving one hundred percent, but I truly believe that can be achieved in all that we do in education.

In closing, please take some time to read and discuss with your child the contents of this handbook. Please feel free to contact me at any time with questions or comments about this handbook, or stop by and visit the school and see firsthand the learning environment of Guernsey-Sunrise schools.

Welcome,

Mrs. Sisson

Principal

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## GENERAL NOTICES

**CONFLICT OF POLICIES** -- This handbook is considered an extension of School Board Policies and Regulations. If there should be a conflict between this handbook and School Board Policies and Regulations, current School Board Policies will prevail.

**NONDISCRIMINATION STATEMENT** -- Platte County School District #2 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504, and the Americans with Disabilities Act may be referred to Platte County School District #2, Office for Civil Rights Coordinator, Linda Victory, 555 South Wyoming Street, Guernsey, Wyoming 82214 or (307) 836-2735, or the Office for Civil Rights, Region VIII, U. S. Department of Education, Federal Building, Suite 310, 1244 Speer Boulevard, Denver, Co 82024-3582, or (303) 844-5695 or TDD (303) 844-3417. This publication will be provided in an alternative format upon request. The United States Department of Agriculture (USDA) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political belief, and marital or familial status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA Office of Communications at (202)720-5881 (voice) or (202)720-7808 (TDD). To file a complaint, write the Secretary of Agriculture, Washington, D.C. 20250 or call (202)720-7327 (voice) or (202)720-1127 TTD). USDA is an equal opportunity employer.

**NOTIFICATION OF RIGHTS UNDER FERPA** -- The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students-defined as any student 18 years old or older) certain rights with respect to the student's education records. [See Policy JRA-E\(2\)](#) They are:

- < The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- < The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents of eligible students (18 years of age) will need student consent to access records of their child. Directory information (name, address, phone, sometimes parent names) may, unless otherwise directed by the eligible student, be released. Parents or eligible students may ask *Platte County School District #2* to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- < The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- < The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:



Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

**DIRECTORY INFORMATION** -- Guernsey-Sunrise schools directory information shall include and be limited to: Full Name, Address and Phone number. This information may be released to the Wyoming Department of Education. The school district uses an opt-out procedure. If a parent desires their child's information not be released they will need to sign the appropriate form available in the office.

**PPRA NOTIFICATION Protection of Pupil Rights Amendment** -- If your child will be taking part in a survey, analysis, or evaluation of material related to any of the following items, you have the right as parent/guardian to inspect the material and opt-out if so desired:

Political affiliations	Psychological Issues
Sexual attitudes or behaviors	Antisocial, self-incriminating, or illegal behavior of the student
Critical appraisals of other individuals	Income
Religious practices, beliefs or affiliations	Information related to legal restrictions i.e. attorney/client

### **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act is the federal law that entitles children who are homeless or highly mobile to a free, appropriate public education and requires schools to remove barriers to their enrollment, attendance, and success in school. Platte County School District #2 is committed to providing quality education for all of its students. This includes providing additional assistance to those children who are experiencing homelessness. The school guidance counselor has been trained to help families in obtaining services offered by PCSD#2.

The McKinney Vento Act defines Homeless/Highly Mobile as a school-age child who lacks a fixed, regular, and adequate nighttime residence; or a school-age child who has a primary nighttime residence that is any of the following: a shelter, temporary institutional residence, makeshift arrangements in someone else's home, or a place not designed for human accommodations.

Students eligible for McKinney Vento services have specific rights which include: free and appropriate public education, services comparable to those offered to children not experiencing homelessness including transportation, choice to remain in their school of origin or transfer to a school in their current attendance area, enrollment in school despite the lack of permanent address or the lack of school records.

For additional information regarding the McKinney Vento services provided in our district, please call 307-836-2745 to visit with the school counselor.

**PRIVACY NOTICE** -- Pursuant to the ESSA Act of 2015, the purpose of this notice is to inform you of the specific or approximate dates during the school year when certain activities are scheduled or expected to be scheduled.

1. During the school year, the following activities involving the collection, disclosure or use of personal student information for the purpose of marketing or selling that information will take place as follows: None

2. The following surveys containing requests for certain types of sensitive information will be given as follows:

**Alcohol/Drug Surveys**—once per year, usually in January or February

**State and District Assessments** - given throughout the year

**Climate Surveys**—Once per year

3. Non-emergency, non-invasive, physical examinations, required as a condition of attendance, will be administered by the school during the following dates:



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**EYE EXAMINATION - 1st Semester**  
**HEARING - 1st Semester**  
**TEETH - February**  
**SCOLIOSIS - 1st Semester in 6th Grade or As Needed**  
**HEIGHT & WEIGHT - Beginning and End of School**

If you do not want your child to participate in any of the above activities, surveys, exams or screenings, you must prepare a written notice stating which activity, survey(s), exam(s) or screening(s) you do not want your child to take part in. That notice shall be delivered to the Principal prior to the day such activity is scheduled.

**SCHOOL CLOSING NOTICES** -- When it becomes necessary to close school, notices will be given on the Blackboard system (through the phone number we have on file), radio stations KGOS in Torrington and KYCN in Wheatland and the school Facebook Page. Most routine closings or irregular schedules are mentioned on the school calendar.

**SCHOOL RESOURCE OFFICER (SRO)**—Guernsey-Sunrise Schools work in conjunction with Platte County Sheriff's Office to provide law enforcement within our schools. As such, the qualified and approved SRO is considered a staff member of Guernsey-Sunrise Schools and has full rights to investigate law/school related incidents. In the absence of a designated SRO, local law enforcement will serve in this capacity.

## **HEALTH SERVICES**

A registered nurse is employed by the school district. In addition to the attention given to minor injuries and illnesses, each year (s)he will screen the height, weight and vision of each elementary child, and hearing in grades K through 3 and 5. Scoliosis screening is done in 6th grade.

**IMMUNIZATION REGULATIONS** -- Platte County School District #2 has adopted a policy that requires all students entering the Guernsey-Sunrise School for the first time to be immunized. These immunizations are the same ones required by Wyoming Statute 21-4-309. Requirements for immunizations are as follows:

1. DPT (diphtheria, whooping cough, tetanus) - Initial series of three around the age of one, and a booster at kindergarten entry. At least one dose must be administered on or after the 4th Birthday. The 5th DPT should be scheduled in the 6th grade. A total of 5 DPT shots are required.
2. Polio - Initial series of three around the age of one and a booster at kindergarten entry. Total of four. If a 3rd Polio Dose was administered on or after the 4th birthday, a 4th dose is not required.
3. MMR (Measles, Mumps, Rubella) - One shot on or after the 1st Birthday and a 2nd dose at least 1 month after the 1st dose.
4. Hepatitis B - A total of three Hepatitis B shots are required for Kindergarten and 7th Grade. For students 7 years of age and older who were not immunized prior to the 7th Birthday, a total of 3 doses of TD Vaccine, 3 doses of Polio Vaccine and 2 doses of MMR vaccine are required. [Policy JHCB](#)

**STUDENT ILLNESS** -- Parents are requested to keep their students home from school if they are ill. If it is necessary for the student to go home, the nurse or designee will inform the parent/guardian. Some illnesses require medical treatment before the student can return to school, and a note from their doctor may be requested.

**STUDENT INJURY** -- When students are involved in an accident during school hours, the incident will be handled by school staff according to three categories:

- a) Injury that poses an immediate health risk of a serious nature. In this instance the school will call 911 and/or the school nurse. Parents will be notified immediately using the most current information on file. Examples may include suspicion of the following conditions: broken bones, allergic reaction, fainting, wounds that may need stitches, seizures, head injuries.
- b) Injuries that need to be observed to assess for future health risks. The student will be referred to the school nurse or other staff with first aid training. Trained staff will determine the severity, and mobilize further help if needed. Parents may



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be notified by phone, email, or an accident report form depending on the severity. Examples may be: bloody nose that persists, bumps or bruises that result in swelling, hives, light sprains, etc.

c) Minor injuries will be handled by school staff. Parents may be notified, however, since these types of injuries are extremely common in a school setting it is up to the student to report these to parents. Examples are injuries in which the student does not seem to be hindered or bothered for a length of time such as; paper cuts, scrapes that only require a Band-Aid, light bruising, slight bloody nose.

**PHYSICALS** -- Students entering kindergarten or first grade for the first time at Guernsey-Sunrise will be required to provide a physical examination report as part of their registration and enrollment procedures. [School Policy JHCA](#)

**FLUORIDE** -- Your school system, in cooperation with the State Division of Health and the local dental society, is offering a fluoride mouth-rinsing program to prevent dental decay. This simple method of applying fluorides has been demonstrated to be safe and effective in controlling tooth decay. Participants will rinse their mouths in school with a 0.2% neutral sodium fluoride solution for one minute once a week under supervision. The solution is not swallowed. This project is very important to the oral health of your child. Participation is entirely voluntary for students in 1st through 6th grade. If you do not want your child to participate, please contact the school, or ensure that the form in your student packet is filled out. We encourage you to allow your child to participate in this valuable health project. The preventative program, however, should not take the place of regular care by your dentist or proper home care.

## **BUILDING INFORMATION**

**DAILY SCHEDULE** -- Teachers establish individual classroom schedules and send a copy home. Schedules may change at the teacher's discretion to make the best use of instructional time.

**ARRIVAL AT SCHOOL** -- Breakfast begins at 7:30. Teachers report for duty at 7:45 a.m. Supervision on the playground will begin at 7:45 a.m. Children arriving before 7:45 enter through the west doors of the Multi-Purpose Room. There is no supervision prior to 7:30 am, therefore students should not arrive before that time, and may need to wait outside.

**PARENT/TEACHER CONFERENCES** -- Parent/Teacher conferences will be scheduled twice during the school year. The first will be sometime in the second quarter and the second will be held towards the end of the third quarter of the year. Notification of specific dates will be sent via letter to all parents. By no means should these conferences be the only time you visit with your child's teacher. We encourage parents to keep in regular contact with their child's teachers.

**COMMUNICATING WITH PARENTS/PROGRESS REPORTS** -- The school year is organized on a quarter system. Progress reports will be issued to parents following the end of each quarter, except when given during a Parent-Teacher Conference. Teachers are highly encouraged to contact parents, either by phone, email or letter, during the middle of each of the first three reporting periods and at the end of the fourth reporting period. In doing so, parents and teachers set up two-way communication that will help the children. Parents will be informed at this time if their child is failing or in danger of failing. Parents are encouraged to contact their child's teacher anytime they have a concern about their child's progress. Parents will receive classroom information on a weekly basis.

**VISITORS** -- We welcome parents to visit our school. When a visitor comes to our school we ask that they check-in at the office.

**BUS CONDUCT** -- The right of students to ride a school bus is contingent upon their appropriate behavior and their observance of the rules. The drivers of school buses shall be responsible for the safety of students on the bus. They are responsible for discipline on their bus. The driver shall notify the Principal if any person persists in violating the established rules of conduct. The administration may withhold the privilege of riding the school bus from the students.

[Policy JFCC](#)



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**LEARNING TRIPS** -- Learning trips may be taken when pertinent to a unit of study and will be supervised by the classroom teacher. Parent's permission will be secured for learning trips.

**ADMISSION OF BEGINNING STUDENTS** -- Children are eligible for enrollment if they are five years of age on or before September 15 of the current school year. A certified birth certificate and legal proof of immunizations are required for children entering Kindergarten Prep, Kindergarten, or first grade for the first time. New students enrolling in Guernsey-Sunrise Elementary School must report to the office to complete the enrollment forms and to be placed in the appropriate class.

**WITHDRAWAL FROM SCHOOL** -- When a child is leaving Guernsey-Sunrise Elementary School, parents must come to the school to officially withdraw their child. Books and materials must be returned when the child is withdrawn.

**STUDENT DRESS** -- All students are expected to dress in clothes that are clean and suitable for school. Clothes that display obscene sayings, gestures or pictures, *or refer to any controlled substance* are not permitted. All shirts/tops must cover the chest from just below the collar bones to the torso at all times, and the back at least up to the middle of the shoulder blade. Straps must be at least one inch in width and cover undergarment straps. Clothing must be mid thigh in length. If your hand and arm hanging loosely at your side is longer than your garment, the garment is too short. Pants must be worn at or above the hip bone and must cover undergarments at all times. Students displaying inappropriate clothing will be either sent home and make up the time missed, or be asked to turn the garment inside out. The school may offer alternative clothing options if available. It will be up to the discretion of the administration to determine whether the clothing is appropriate or not, if there is any dispute. **Hats and other head coverings will be removed upon entering the building and remain off until you depart the building on school days.** Please make certain your children are dressed appropriately for the weather (ie. Boots, hats, gloves, coats, and snowpants). Students will go outside unless there are extreme weather conditions. Temperatures below zero will be considered extreme. Other factors that may be taken into account in determining extreme weather conditions include wind-chill, precipitation and length of recess. When wet or snowy conditions exist, students must wear boots to school if they expect to play outdoors off the cement. Please clearly mark all of your student's belongings.

**ACADEMIC INTERVENTIONS** -- Guernsey-Sunrise has a variety of interventions that may be used for students who are struggling academically. The following is a list of interventions that may be used, added to, or deleted: Extra Time Before/After school, Alternate Schedule, Computer Based Learning, Summer School, Title services, Special Education and Tutoring.

**DRUG-FREE SCHOOLS POLICY ADB**—The school district is committed to providing a drug- and alcohol-free learning environment and workplace. Drug abuse and alcohol abuse at school or in connection with school-sponsored activities on or off school grounds threaten the health and safety of our students and our employees and adversely affect the educational mission of the school corporation. The use of illicit drugs and the unlawful possession and use of alcohol are wrong and harmful.

For these reasons, the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs, alcohol or other controlled substances in the workplace, on school premises or as part of any school-sponsored activities is strictly prohibited. These standards of conduct are equally applicable to students and employees. Any employee who is convicted of a drug statute violation arising out of conduct occurring in the workplace must notify the central administration of such conviction not later than five (5) days after the conviction. Compliance with these standards of conduct is mandatory. Disciplinary sanctions (consistent with local, state and federal law), up to and including expulsion and referral for prosecution, will be imposed on employees who violate the standards of conduct set forth in this notice. Such sanctions include, but are not limited to, reprimand, short- or long-term suspension with or without pay, termination of employment, and referral for prosecution. Satisfactory completion of an appropriate rehabilitation program may be made a condition for withholding or terminating other sanctions.



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**DRUG-FREE SCHOOL PROGRAM** -- Platte County School District Number Two, as a recipient of Safe and Drug-Free School Program funds, is required to involve parents in violence and drug-prevention efforts. The purpose of this notice is to inform you of the content of the Safe and Drug-Free School programs and activities other than classroom instruction. The activities offered to students as part of this program are as follows:

**DARE**

**LIFE SKILLS**

**DRUG AWARENESS ACTIVITIES**

If you object to your students' participation in the above programs, you will need to notify the school district in writing and shall state that you do not wish your child to participate in the safe and Drug-Free School programs described above and the student will be withdrawn from the program or activity as requested.

**GRIEVANCE PROCEDURE Policy JFH-R** -- We recognize that problems and misunderstandings among people arise from time to time. At Guernsey-Sunrise School we expect that these problems and misunderstandings can be generally resolved through discussions and conferences among the individuals involved (students, parents, teachers, and other school personnel) following the chain of command. If these discussions and conferences fail to resolve the issues to the satisfaction of everyone involved, then a complaint should be made to the school principal, who has the responsibility and authority to resolve the situation. If the principal will not or cannot resolve the situation, contact the superintendent. If the superintendent will not or cannot resolve the situation, contact the Board of Trustees. Those people seeking to address the Board of Trustees should contact the Superintendent of Schools by the Wednesday before the Board meeting, which is on the second Monday of each month.

**Standard Response Protocol (SRP):**

Standard Response Protocol (SRP) is a school safety system that utilizes 4 basic components, the program is universal and aligns with the standard operating procedure for the local law enforcement, National Guard base, County Sheriffs and for most of Wyoming. The four basic components are: LOCKOUT, LOCKDOWN, SHELTER, and EVACUATE. LOCKOUT means we are keeping everyone in the building and not letting anyone leave. LOCKDOWN means there is an intruder in the building and everyone is to stay behind locked classroom doors. SHELTER is for natural disasters, such as tornadoes, and will give specifics on what everyone is to do. EVACUATE means that we are leaving the building and going to a specific point outside the school. The protocol allows for any person in the building to use the system to notify anyone of the current situation. Each command is followed by explicit instruction and directions for all to hear and use. For further information on SRP go to the website: [www.iloveguys.com](http://www.iloveguys.com)

**FIRE DRILLS** -- In case of fire, or for fire drills, the fire alarm will ring. Upon hearing the alarm, all persons are to leave the building in an orderly manner. Students and teachers will leave the building in class groups and remain outside until directed to re-enter the building.

**CRISIS MANAGEMENT TEAM** -- Any and all emergency procedures will be handled through the Standard Response Protocol. Information on the Standard Response Protocol can be found in the Central office and the High School office.

**CARE OF FACILITIES** -- Patrons judge our school spirit and citizenship by what they see in the appearance and care of the building and campus. It is the responsibility of each student to see that school property is kept in good condition. Students will be held responsible for the proper care of all books, supplies, equipment, and furniture provided. Students who deface or damage school property will be required to pay all damages and face possible suspension and arrest.

**BEHAVIOR AT SCHOOL EVENTS** -- Parents and other adults are the role models that students follow. It is very important that we set the example for appropriate behavior at school events by our own actions and words. Inappropriate behavior includes but is not limited to yelling at other adults, children, referees, coaches, etc.; physically invading another person's personal space; physically occupying a location that is not allowed by school district regulations, policy, or procedure. Anyone not following appropriate behavior may be asked to leave the premises by administration. PCSD #2 will follow the yellow/red card system developed by the WHSAA. At concerts and performances it is important to remain seated and quiet during the entire performance. Plan to be seated for the whole performance. If it is absolutely necessary



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to leave during the performance, do so quickly and quietly. Re-enter at the end of a performance or when the door-tender opens it. If young children are noisy or restless, they need to be taken out as they disturb those around them. Children who are not being supervised by an adult may be asked to leave. During athletic events, we ask parents and children to follow the guidelines for their safety and that of those around them. At football games, children are expected to stay behind the inside field fence. Elementary school students who attend volleyball and basketball games are to sit in the bleachers, preferably with their parents. For no reason should students walk on the playing floor while the game is in progress. Food and drinks should be purchased at the concessions stand only at half time or intermissions. When the game is over, students should leave the building in an orderly manner. When attending track meets, students are to sit in the stands. They are not to be out on the football or track field during the track meet.

**CELL PHONES/Devices**-- Cell phones, electronic watches, and other electronic devices are becoming commonplace among elementary students. If students bring these devices to school, they will leave them turned off and in their lockers or backpacks. Failure to do so may result in the device being confiscated by staff, and held until the parent can pick it up. If parents need to contact children during the school day, please call the office. During school events, cell phones should be turned off or to mute. These high-pitched beeps and lighting are distracting to everyone. Listening to iPods or playing games during the performance is impolite to the performers. Please use discretion in taking photos. Flash photos during a performance are extremely distracting for all. Please respect the privacy of other families, and do not post pictures of other children on social media.

## **ATTENDANCE**

**ELEMENTARY ATTENDANCE** - Regular attendance of students in DK-6th grade is of prime importance in the education process. All students are expected to attend school in order to maximize the effectiveness of the opportunities provided in the school's educational program. It is the parents' responsibility to see that their children attend school regularly. It is also the parents' responsibility to inform the school when their child will not be in school. If the school is not notified in advance of a student's absence, we will call to be sure the parent knows the child is not in school. If children are ill, they need to be home; if they feel better they need to be in school. If the child misses school on a day of an activity it will be up to the discretion of the principal if they will be able to attend the evening activity.

**ELEMENTARY ATTENDANCE NOTICE** -- A school administrator, or other designated attendance officer shall:

1. Counsel the student's parents or guardian
  - A. after the fifth (5<sup>th</sup>) absence in any one semester that attendance is mandatory and is required by law.
  - B. After the seventh (7<sup>th</sup>) absence the Principal will schedule a meeting with the parents explaining attendance is mandatory and required by law.
  - C. After the ninth (9<sup>th</sup>) absence the Principal shall make contact with the parents explaining that further absences could result in retention of their child.
2. Further absences could result with the School District filing a complaint against such parents or guardian with the County Attorney who has the authority to initiate proceedings in the interest of the child under the Juvenile Court Act.W.S. 21-4-102 to W.S. 21-4-1
3. Exception to the nine (9) days absent out of the allowed 10 days total, would be circumstances beyond the student's control requiring extended time away from school such as family emergencies, major illness or hospitalization. These situations will be reviewed on a case-by-case basis, with documentation required when needed.

**STUDENT TARDINESS** -- Students who are tardy to school should check into the Elementary Office and then report directly to their classroom. Students reporting before 10:00 a.m. will be marked tardy for the morning. Student reporting after 10:00 a.m. will be marked absent for the morning. Students reporting after 1:30 p.m. Monday through Thursday will be counted absent for the afternoon session. On Friday afternoon, a student will be marked absent if he/she is not at school by 12:45 PM.

**NOTIFYING SCHOOL** -- When the student is unable to attend school because of illness, parents shall notify the school by telephone. **Note:** Permission from a doctor to return to school may be required following certain diseases or injuries. A



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student may be required to bring verification of illness from a doctor if, in the Principal's opinion, absences become excessive.

**PERMITS TO LEAVE THE BUILDING** -- Other than in an emergency, with clearance from the office, no student will be dismissed from school during the school day unless a note or a phone call is received from the parents explaining the reason for the request. The permit (blue slip) must be signed by the student's teacher and returned to the office before the student leaves the building.

## **GRADING PROCEDURES**

### **Grades DK - 2**

Grading of students' work will be based upon the content area standards and proficiency scale assessments.

4 = Advance                      3 = Proficient                      2 = Basic                      1 = Below Basic

### **Grades 3 - 6**

Grading of students' work is to be calculated on a percent basis- 0 to 100 as follows:

A= 100-90                      B=89-80                      C=79-70                      D=69-65                      F=64-0

For the 2020-2021 school year, grading of students' work in grades 3-6 in Mathematics and English Language Arts will be based upon the standards and proficiency scale assessments as developed by the departments.

4 = Advance                      3 = Proficient                      2 = Basic                      1 = Below Basic

## **SCHOOL-WIDE EXPECTATIONS**

**Building-** Walk facing forward, keep hands, feet, & objects to yourself, get adult help for spills, use and take care of all equipment and materials appropriately, clean up after yourself, use kind words and actions, follow directions, follow school rules, remove your hat when you enter the building, be honest.

**Classroom-** Stay in your own space, Share/Take Turns, Follow Directions, Listen quietly with eyes on speaker.

**Hallway-** Walk quietly. Stay in your own space. Use proper doors.

**Lunchroom-** Keep food to yourself, no touching others, dump trays carefully, report spills, hold tray in both hands, remain seated until dismissed, use acceptable voices, use good table manners.

**Restrooms-** Use closest bathroom, wash your hands with soap and water, use trash appropriately, no horseplay.

**Nurse's Office-** Check in with nurse, ask for permission to visit the nurse, wait for your turn.

**Assemblies-** Stay in your space, stay with your class, follow directions, remain quiet during presentation, be respectful of the speaker and others.

## **PLAYGROUND RULES –**

**Equipment rules- Use all equipment in a safe manner. Privileges to use the equipment will be suspended if not used appropriately.**

Climb down from high equipment instead of jumping off.

Slide: feet first, sitting down

Swing straight up and down: No going sideways no jumping out or flipping

Sandbox: Sand must stay in the sandbox and on the ground.

Tri Runner (Whirlybird/Tornado): One seated person per swing, a minimum of two riders.

Leave materials that belong on the ground down. No throwing materials; rocks, rubber pieces, etc.

Rough play is not allowed.

## **Clothing**

We believe that children need fresh air and exercise each day, even during the cold winter months, therefore, children are expected to go outdoors for recess. Students need proper outer clothing; coats, gloves, caps or hoods, rain jackets, and weather appropriate footwear. When there are extreme temperatures (wind chill or temperature is 0 degrees or below) or



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adverse weather conditions, (thunder storms, excessive rain, extremely wet snow, high winds, etc.) children are kept inside for recess.

### **Consequences**

Students that need redirection may be asked to sit on the bench, or lose recess privileges. If they continue to misbehave or they become defiant, they may miss playtime or be sent to the principal's office.

**CONSEQUENCES for Behavior-** Staff will work with students to teach expectations on how to act appropriately.

Occasionally, it is necessary to impose consequences in order to help students learn to adjust their behavior. Some of the possible consequences include; loss of recess, PRIDE discussion, making restitution, after school detention, and parent meetings. The aim of a consequence is to change the inappropriate behavior, hold students accountable, minimize disruptions, and teach students appropriate behavior. If a student is willfully disobedient (repeated refusal to follow instructions, etc) administration may be involved, and parents may be called if deemed necessary. Students may be sent home or suspended by administration. Information and/or outcomes will be shared when available and/or appropriate. If you have any questions speak with the administration for more information.

**AFTER SCHOOL TIME** -- Teachers may keep students after school for make-up work, for extra help, and/or for disciplinary action. Parents will be notified when and why a child is to be detained for more than 15 minutes. If there is a conflict with having the student stay that day or if the student is a bus student, parents will have 24 hours to make arrangements for the child's transportation. Parents are responsible for the transportation of their children. Policy: JGB

**SUSPENSION/EXPULSION** -- Expulsion is the exclusion of a student from school for an indefinite period of time not to exceed one calendar year. The purpose of expulsion is to protect the educational atmosphere and to provide for the rights and general safety of all persons.

The Principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds or during a school-sponsored activity as per Wyoming Statutes Title 21. Education § 21-4-306:

- (i) Continued willful disobedience or open defiance of the authority of school personnel;
- (ii) Willful destruction or defacing of school property during the school year or any recess or vacation;
- (iii) Any behavior which in the judgment of the local board of trustees is clearly detrimental to the education, welfare, safety or morals of other pupils, including the use of foul, profane or abusive language or habitually disruptive behavior as defined by subsection (b) of this section;
- (iv) Torturing, tormenting, or abusing a pupil or in any way maltreating a pupil or a teacher with physical violence;
- (v) Possession, use, transfer, carrying or selling a deadly weapon as defined under [W.S. 6-1-104\(a\)\(iv\)](#) within any school bus as defined by [W.S. 31-7-102\(a\)\(xl\)](#) or within the boundaries of real property used by the district primarily for the education of students in grades kindergarten through twelve (12).

As used in paragraph (a)(iii) of this section, "habitually disruptive behavior" means overt behavior willfully initiated by a student causing disruption in the classroom, on school grounds, on school vehicles or at school activities or events, which requires the attention of a teacher or other school personnel.

The administrator's recommendation for expulsion is made by letter to the superintendent and shall contain the following:

- Date suspension occurred
- Reasons for expulsion recommendation
- Administrator's Signature

**SEARCH POLICY** -- School officials may search a student's locker and seize any illegal materials. In addition, students have no expectation of privacy with regard to their backpacks and/or vehicles while the backpack and/or vehicle are on school property. Such materials may be used as evidence against the student in disciplinary proceedings. Prior to a locker



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search, a student shall be notified and given an opportunity to be present at the search. If, however, school authorities have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and safety of students in school or the school environment, a student's locker may be searched without prior warning.

**Personal Property** - Students are discouraged from bringing personal property to school. Audio equipment, electronic games, toys, and money are to be left at home unless the teacher gives permission to bring such items to school. Personal property can often become damaged, misplaced or lost. The school will not be responsible for items brought to school. Staff may confiscate personal items that become a distraction in the classroom, and return them at the end of the day. Bicycles, skateboards, scooters, etc. which are used as the student's transportation to school need to be locked outside, or kept in a place designated by the classroom teacher, and not used during the regular school day.

**Lost and Found** - There is a lost and found located in the lobby of the school. We urge parents to check the lost and found occasionally. Smaller items (watches, bracelets, and money) will be kept in the office. Money that is not claimed after a reasonable period will be donated to the student council fund. Clothing items left for an extended period of time will be donated to charity.

## **SERVICES PROVIDED**

**TITLE I READING AND MATH** -- Through Title I (E.S.S.A.), the school offers special assistance in reading and math. The purpose of these programs is to identify basic skills that need to be re-taught and use these skills to accentuate learning so the student can be successful in the regular classroom. Since we are designated as having a Schoolwide Title I program, students are not required to have permission to receive assistance from Title 1 personnel. All students may receive assistance as determined by the classroom teacher or the Response to Intervention (RTI) team. If your child is receiving Title I services for an extended amount of time, the classroom teacher will notify you.

**GUIDANCE COUNSELOR** -- A counselor is employed by the District to assist students. The counselor meets with large and small groups and works with individual students as needed.

**LIBRARY**-- A wide variety of books and resources are available in the elementary school library. Each classroom is also supplied with various books and resource materials, which are available to students. The Library Card Catalog can be accessed online on the school's webpage.



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